Requirement Paragraph	Process Steps/Requirements	Compliant	Not Compliant
Prior to Official Review			
4.2.5.1	Did the Responsible Office: a. Submit a NHQ Form 184 and load draft directive to DMT for a compliance review? b. Forward compliance results to the directive's originator? c. Load the revised draft in NODIS and notify DMT to confirm completion of corrective actions? d. E-mail directive to respective ALR to verify GAO/OIG audit findings? *Note: Confirmation of completion is indicated on NHQ Form 184?* If yes, compliant. If no, not compliant.		
Official Review			
4.2.6.1	Did the Responsible Office: e(1) Request review of directive in the NODIS DMS via the 184 Form and provide cost/benefit impacts (e.g., financial, human resources, technical)? e(2) Disposition all comments? If yes, compliant. If no, not compliant.		
4.2.7.1	Did the Reviewing Offices: a. Submit comments and concurrence by the suspense date? b. Provide specific comment that provides basis for nonconcurrence and why? c. Notify Responsible Office when proposed requirements prevent implementation and raise unresolved mandates to the Quarterly Forum? If yes, compliant. If no, not compliant.		
4.2.8.1a-b	Did the Responsible Office send final draft directive to OCHCO for union coordination and OGC for legal review prior to assembly and forwarding the signature package to DMT? *Note: Confirmation of completion is indicated on NHQ Form 184 and OCHCO's e-mail to the union?* If yes, compliant. If no, not compliant.		
Signature Package Assembly			
4.2.9.1	Did the Responsible Office prepare final signature package with the material listed below? If yes, compliant. If no, not compliant. a. ADS to include the following: (1) Evidence of concurrences from reviewing organizations and the concurrence of the responsible OIC. (2) Administrator's Headquarters Action Tracking (HATS) ID (e.g., A/2015-00344). (3) HATS due date. (4) Quality Control Liaison's (QCL) name, number, and date of QCL review. (5) Special Instructions (if any). (6) DM's name and number. b. ADS' Executive Summary to include the following: (1) Purpose and justification for new requirement(s). (2) Summary of significant changes if directive is being revised. (3) Summary of significant comments received during the review.		

Requirement Paragraph	Process Steps/Requirements	Compliant	Not Compliant
	(4) Cost/benefit impacts for new resources that may be needed and a justification for why resources need to be expended to identify unfunded mandates. (5) Strategic impact (if any). (6) Description of Presidential initiative/external action (if any). c. The original of the proposed (new or revised) directive. d. A track changes version of the revised directive. e. A copy of the directive's review report of all comments and dispositions. f. Any additional documents that convey executive direction and supporting material (e.g., e-mails and/or verification matrices). g. One copy of each directive to be cancelled by the proposed directive when it is approved. h. Documented disagreement with OIG on the NHQ 117 Form.		
Extensions on Suspense Dates			
5.2.3	Did the Responsible Office: a. Request extension on draft directives 10 days prior to the suspense date? b. Request a waiver to receive additional time if the 3rd 30-day extension has lapsed? If yes, compliant. If no, not compliant.		
Process Steps			
	Did Responsible Office meet suspense date to place directive on the review schedule? Was the directive coordinated, approved, and published within established timeline? Did MSD distribute notification of new/revised directive? Did MSD update the Standards Update Notification System?		

Package Assembly Instructions

- ☐ Does the signature package contain printable forms from the signature package page in NODIS?
- ☐ Does the signature package contain the appropriate directives package tabs?
- ☐ Is the signature package assembled in a purple folder in the following order?
- ☐ Outside of folder, front:
  - ☐ Executive Correspondence (clear plastic) cover.
  - ☐ ADS, NHQ Form 117.
- ☐ **Inside of folder, left side:**
  - ☐ **Executive Correspondence (clear plastic) cover.**
  - ☐ **ADS Executive Summary.**
  - ☐ **Review Report Tab (NHQ Form 279,** Review Report/Additional Comments**).**
  - ☐ **Review Report.**
  - ☐ **White Divider Tab labelled "Redline."**
  - ☐ **Track changes version of the directive.**
  - ☐ **Additional Comments Tab (NHQ Form 279).**
  - ☐ Additional documents that convey executive direction and supporting material (e.g., e-mails, verification matrices).
  - ☐ **NHQ Form 184 Tab (NHQ Form 280, Directive Request Summary/Cancelled Directives).**
  - ☐ **NASA Directive Request Summary (NHQ Form 184).**
  - ☐ **Cancelled Directive(s) Tab (NHQ Form 280).**
  - ☐ **Directive(s) cancelled by the approved directive.**
- ☐ **Inside of folder, right side for an NPR:**
  - ☐ **Executive Correspondence (clear plastic) cover.**
  - ☐ **The NPR.**
- ☐ **Inside of folder, right side for an NPD:**
  - ☐ **Executive Correspondence (clear plastic) cover.**
  - ☐ **The NPD with the signature tab (NASA Form 422, Signature), preceding the signature page in the NPD.**